



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

March 21, 2002

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-55**

**TO:** All ISIS HR Paid Agencies

**FROM:** Jena W. Cary  
Director

**SUBJECT:** Employee Flexible Benefits Annual Enrollment for Plan Year 2002-2003

Flexible Benefits Plan Annual Enrollment for Plan Year 2002-2003 will be April 1, 2002 through May 17, 2002. The Office of Group Benefits (OGB) will be distributing enrollment material to agencies the week of March 25, 2002.

A new report has been created in ISIS HR to replace the UPS Employee Flexible Benefits Eligibility Report (BL1483-01). **Agencies must generate and distribute the ISIS HR Employee Flexible Benefits Eligibility Report (ZB01) for employees by March 29, 2002.** This report is generated for Flexible Benefits Plan eligible employees and lists all semi-monthly deductions that are eligible to be withheld on a tax-free basis. This report is provided to assist employees in making a decision to join or continue participation in the Flexible Benefits Plan. Be aware that some employee deduction data may be incorrect due to errors in coding on the employee's master data in ISIS HR.

When generating the ZB01 report, the current date defaults in the effective date field. There are several selection criteria fields that can be utilized in addition to your personnel area. When executing in the foreground, in the Print window, agencies should select a specific printer (not the local windows printer) for the "Output device" and check the "Print immediately" box for output options. Please refer to On-line Help for further explanations.

If you have any questions, please contact a member of the OSUP Benefits & Financial Administration Unit at (225):

Penny Jones	342-5354	Angel Vernon	342-5344
Paula Rotolo	342-5377	Orneatha Wright	342-5357

JWC:ACV:kmb